Notes from July 29th Ilinc Session
"Making the Diabetes Connection Work for You!"

1. Purpose of Connection:

    a. To serve as a clearinghouse of activities, ideas, best practices, links and resources relating to the Washington State Diabetes Plan.
    b. To foster collaboration and communication within the Washington State Diabetes Network.
    c. To provide useful, credible information to people and organizations doing work to prevent and control diabetes among residents of Washington.

2. Types of Information available on the Connection
    a. News
    b. Events
    c. Resources
    d. Highlights of projects around WA
    e. About (Connection, Network, State Plan)
    f. Materials from past trainings and events
    g. Links to credible information

3. Where to find information on the Home Page
    a. Tabs
    b. Left navigation bar
    c. News
    d. Quick Links
    e. Search
    f. Newsletter
    g. Help links at top right

4. Using the Join Function – There are 3 options to joining the diabetes network.
    a. Become a member – This adds you to the email list for updates and e-newsletters.
    b. Become a contributor – This allows you to add content such as events, resources, and News articles to the Connection.
    c. Become a Partner – This allows you to submit your organization as a partner on the Connection and create a partner profile.

To join, start by clicking on the “Join” tab, then “Become a member…”, then “Get Connected!” Fill out and submit the Join Form, selecting all of options that apply by clicking in the box next to the description that best applies.

Step-by-step instructions can be found on the Diabetes Connection under “Help”.

5. Adding content to the Connection
    a. Request a user account if you have not already done so.
    b. Log in.
    c. Questions to ask before you get started
        i. What type of content are you adding? Event, resource, or News
        ii. Do you have a picture or logo to add?
        iii. Do you have an agenda, flier or other file type?
            1. Need to send to Laura.
    d. Once you log in, the Login box becomes the “Contributor” box.
    e. Adding an Event:
        i. In the Contributors box, click on “Event”
        ii. Fill in the submission form. Fields marked with a red square are required. Completing the optional fields will help members of target audience find your event or resource.
        iii. Make sure you choose a category(s) that best fits the intended audience of the event. You can select more than one category by holding down the Ctrl key on your keyboard, while clicking on the appropriate items with your mouse.
        iv. Add image or hyperlink:
            a. Insert image – Mountain Icon
            b. Insert hyperlink – World w/Link Icon
        v. Save event.
        vi. Double check information, this is what the public will see!
        vii. Edit Tab – if need to change use this tab, make sure to save changes.
        viii. Change State to “Submit for Publication”.
        ix. When your event has been published you will receive an email confirmation.

    d. Adding a Resource
        i. In the Contributors box, click on “Resource”.
        ii. Fill out form completely
            - If you have a resource located elsewhere on the internet don’t put a lot of detail here, but link to resource if possible.

iii. Make sure you choose a category(s) that best fits the intended audience for the resource. You can select more than one category by holding down the Ctrl key on your keyboard, while clicking on the appropriate items with your mouse.
iv. Add image or hyperlink:
    a. Insert image – Mountain Icon
    b. Insert hyperlink – World w/Link Icon
v. Make sure resource is from a credible resource and give credit and source if necessary.
vi. Change State to “Submit for Publication”.
vii. When your resource has been published you will receive an email confirmation.

6. Adding Organization as a Partner, if not already listed
    a. Click on Partners Tab.
    b. Click on Add New…
        i. Choose “Page”
    c. Fill out form completely and Save, adding a company logo, if applicable.
    d. Change State to “Submit for Publication”.
    e. When your profile has been published you will receive an email confirmation.
    f. Things to include:
        i. Mission state
        ii. Purpose
        iii. How long
        iv. Link to website if any
        viii. Logo
        ix. Contact name and info

7. Editing Partner Profile – this is to update partner profile or to add content to a partner page that already exists.
    a. Click on the "Partner" Tab.
    b. Select the name of your organization under "partner name.”
    c. Double click on "Read more..." to edit.
    d. Select the edit tab above the gray bar.
    e. Fill in the "Edit Your Partner" form.
    f. Upload logo by clicking on the insert/edit image in the toolbar. If you have problems with this you can email the image to us and we will post it.
    g. Save.
    h. Look at the “State” in the gray toolbar. It should say “Published.” If not, you will need to “Submit for Publication”.

While completing your profile, please note:

- To finish entering your profile at a later time, click "save" before leaving the form.
- The "Short Description" box is what shows up on the main partner pages about your organization. Keep this brief if possible.
- Please provide the key details about your organization such as mission statement, purpose, contact info, link to website, etc.
- You can make edits or add more information to your profile at any time.

8. Adding a News item
    a. From Home page click on "News"
    b. Upload image and add caption if necessary
    c. Save & submit for publication
    d. News is subject to review by panel

9. Other Tips
    a. When adding content if you get a message that says "Are you sure you want to navigate away from this page" then you have not saved your entry yet and it will be lost. Choose "no" and go back and save.
    b. You can add any event directly to your calendar from the event page by clicking on "Add event to my calendar."
    c. Breadcrumbs can help you navigate through site and tell you where you are at. They are located about the left navigation bar.
    d. To change or view your personal preferences click on your name at top left.
        i. Change your password
        ii. Update your profile
    e. "Help" provides step-by-step instructions for:
        i. Becoming a member
        ii. Becoming a contributor
        iii. Adding or editing partner profile
        iv. Adding an event or resource
    f. Contact
        i. If you have any questions fill out this form and it generates an email to staff.